

Administrative Assignments East Mecklenburg High School 2020-2021

Name Position Radio	Rick Parker Principal A1	Heather Stark AP A4	Yolanda Whitley AP A2	Joel Edde AP A3	Kathryn Thompson Dean of Students D1	Heather Hays IB Coordinator Bill Allen, IB Assist	Robin Williams Media Coordinator	Jason Fowler Athletic Director
Admin of week		Whitley Backup	Stark Backup	Thompson Backup	Edde Backup			
	The Administrator of the Day is responsible for whatever is going on that afternoon. They are expected to be in the building/front office (visible) until all students have vacated the premises. If for any reason they cannot meet that obligation (need to leave early, out of work for day, etc.), it is the responsibility of the Admin of the Day to trade off with another Administrator.							
Depart. Assign.	Math JROTC	EC Foreign Language Student Services	CTE Science	English Health/PE	Social Studies Fine Arts ESL	IB	ALL	ALL Sports Teams and Coaches
Discipline	All	M-Q	F-L	R-Z	A-E			
	Athletics	Master Schedule	ACCESS 2024 Coordinator	AVID Facilitator	Coordinator-Teacher Absence/Subs	IB PD Plan	9th grade on-boarding of media services	Oversees Athletic Sports Teams
	ACT	Data Manager (grade storing, Power Teacher admin. Report cards)	BTSP - New Teacher 1-3 Support and Coaching	Textbook & Key Coordinator	Edgenuity/Extended Day Program	IB Staff Meetings	Public Library Liaison	Athletic Coaches
	MTSS	Canvas Coach	Prof. Development Coordinator	Transportation Coordinator	SIP Coordinator	Instructional Excellence Team	Lunch and Learn	Athletic Eligibility
	Budget	EVAAS Roster Verification	My Talent (CEUs)	Capital Assets Inventory	Observations	Observations	Staff/Student ID Badges	Athletic Facilities
	Data Team	Observations	Observations	Educator's Handbook Contact	SLT	Communication Team	MMIS/Hays	Athletic Booster Club
	EVAAS	Power School Contact	Staff Evaluation Schedule & Monitoring	Athletic Booster Club Liaison	Coordinated Health Team (Quarterly)	East Tours	Maker Space Liaison	Cafeteria Duty (morning)
	Graduation	MTSS Team Coordinator	SLT	Duty Roster	EL Services		Morning Announcements	Communication Team
	Observations	504 Liaison	Data Team	Attendance Recovery	Sources of Strength Liaison		Staff Meetings Set Up	
	PTSO	Instructional Excellence Team	Instructional Excellence Team	Observations	Instructional Excellence Team		Professional Development - Canvas Communication Team	
	SLT	Grade Report Coordinator		Communication Team	Instructional Excellence Team		Student/Teacher Research Liaison	
	Staff Meetings			Instructional Excellence Team	GPS Coordinator		Instructional Excellence Team	
	Friday Updates							
	Instructional Excellence Team							

Administrative Team meetings will be held every Monday @ 2 p.m. (Remotely 8 a.m.)

Student Services meetings will be held on TBD

Name & Position	Julia Mercabi Instructional Account. Facilitator	Rochelle McCormick Social Worker	Jennifer Degen Mullis EC Coordinator	Counselors Susan Ross (9th, A-K) & Sydney Burgess (9th, L-Z)	Yulonda Johnson-Jones IC	Tressa Blake Pathways Coordinator	Betsy McGraw CDC	Counselors Jonathan Williams (10th-12th, A-Et) Frieda Miller (10th-12th, Eu-Lip) Caleb Brown (10th-12th, Lit-Rey) Janie Braswell (10th-12th, Ri-Z)	Dr. Susie Austin Tech Facilitator		
Depart. Assign.	AP Courses	ALL	EC	Student Services	CTE	CTE	CTE	Student Services	ALL	Department Chairs	Security Associates
	ACT , AP, EOC, NCFE, Pre-ACT Testing AP Audit Assessment Analysis Testing Program E.A.S.T. Seminars Hispanic Open House Instructional Excellence Team	Attendance Reports Home Visits – Teacher/Parent CARE Team McKinney –Vento FAFSA Night Parent Nights MTSS Instructional Excellence Team	EC Compliance Accommodations Observations New Teacher Support and Coaching Onboarding Senior Exit Project Culture Team Instructional Excellence Team	Freshman Orientation MTSS 504's Student Scheduling Student Registration Attendance Recovery CARE Team	CTE PLC Lead and Instructional Coordinator CTE Testing Work Keys Data Analysis (CTE) New Teacher Support and Coaching (BTSP Team) Lesson Plan Audits Instructional Excellence Team	CTE Testing Work Keys AOE Data Analysis (CTE) Career Job Fair Culture Team Instructional Excellence Team	Career Development Program College Visits AOE CPCC College Promise Scholarships Senior Progress Tracking MTSS Team Instructional Excellence Team	Cohort Tracking MTSS Scholarships Senior Reviews Student Registration Student Scheduling Testing Support 504's McKinney-Vento Parent Nights FAFSA, College Apps. CARE Team Instructional Excellence Team	Announcements Chromebooks Data Manager (grade storing, Power Teacher admin., report cards) MMIS/Hayes Gradebook IT Support Technology Inventory Staff Meetings Instructional Excellence Team Communication Team	English –Kris Majak Math – Rachel Servia Science – Robin Kolodziej Social Studies – Craig Barone Foreign Language - Diane Smith Fine Arts – Kathryn Heinen ESL – Rebecca Lintz PE/Health – Amy Mazza JROTC – Dexter Cox	Bobby Farrell Helena Wright Johnny Ross